

TUSCARORA TOWNSHIP  
3546 S. Straits Hwy, Indian River, MI 49749  
June 19, 2025 6:30 PM SPECIAL MEETING  
PROPOSED AGENDA

1. Call to order
2. Pledge to flag
3. Roll call
4. Board member conflict of interest statement (if applicable)
5. Public comment *on agenda items* (3 minutes per individual)
6. Approval of meeting agenda
7. Approval of previous minutes
8. Reports
  - a. Bills
  - b. Tanner Electric
9. Old business
  - a. O & M Rates - Trustee
10. New business
  - a. DDA Appointments
  - b. Parks Appointment
  - c. Budget Hearing
11. Public comments (3 minutes per individual)
12. Board Comments
13. Adjournment

# **Meeting Minutes**

**TUSCARORA TOWNSHIP**  
3546 S. Straits Hwy, Indian River, MI 49749  
June 10, 2025 7:00 PM REGULAR MEETING  
**PROPOSED MEETING MINUTES**

Call to order: Supervisor Maves called the meeting to order at 7:03 p.m. and led the pledge of allegiance.

Roll call: Present: Fisher, Maves, Smith, Hutchison, and Decker. There was a quorum.

Board member conflict of interest statement (if applicable) Hutchison on 9d will abstain.

Public comment *on agenda items* (3 minutes per individual) None.

Approval of meeting agenda with the removal of 9c and add Steve from Performance Engineers before bills (8).

Motion: Fisher Support: Smith Approved: All in favor

Approval of previous minutes of May 13, 2025 with no changes.

Motion: Hutchison      Support: Decker      Approved: All in favor

## Reports:

Steve from Performance Engineers gave an update on the sewer system.

Bills and revenue & expenditure report – new reports given to board members including payroll reports. A total of 29 bills to be paid for a total of \$44,344.98. A question regarding Classic Cleaning bill. She is now cleaning 4 days a week.

Treasurer report – 18 bank accounts – 3 are not up to date pool, sewer, and library (because we need the bank statements for the library). Credit card system in the office went live today. Working on getting the ability to use a credit card at the boat launch.

Correspondence – none.

Airport – work continues on repairing the damage from the broken water pipe.

DDA – Closing out the Streetscape loan with the USDA. Working on extending the pathway, summer music series mainly funded through donations, working on adding street acts to other spots in town this summer. DDA meeting 3<sup>rd</sup> Monday of the month at 7pm.

## FOIA - four

Library-Kelsey Rutkowski, Director - summer reading program, June summer events, Secretary of State mobile office is here once a month from 9 – 3. July 11, Aug 4, and Sept 15.

Parks-Beth Henderson - Looking to fill 1 full-time and 1 seasonal position. 40 hours per week Monday – Friday. Getting a scoreboard at Cooperation Park with the money from the Youth Grant. The truck and trailer in the parking lot are available through bids. Removed bathrooms at Green Docks due to vandalism. Beth Henderson is resigning effective immediately.

Police-Chief Gordon Temple - Completed the MCOLES audit which reviews hiring, policy & procedures, continuing education, and body cams. Passed with no corrective actions needed. Summit Fire Protections finished installing the alarm system. Final inspection to be later this week or next week. They have a 24-hour monitoring system, do we want it? Would be a separate yearly fee. Summit will provide information and the price. The heating and cooling system currently has no fresh air coming into the building, a plan has been identified to correct our system.

## Old business:

Neil Hammerbacher recommends that we stay with Gabridge for the audit this year and sign the engagement letter. No RFP will be sent out.

Motion: Decker                      Support: Fisher                      Approved by roll call vote.  
(No Maves, Hutchison – Yes Fisher, Smith, Decker)

ESTA policy – A letter was sent out to all employees.

## ESTA employee handbook changes – Tabled

Police Chief Contract (Hutchison removed himself from the board table) Contract is for the period of 7/1/2025 – 6/30/2028 (3 years) with a 4% per year increase and addition of longevity pay.

Motion: Fisher      Support: Decker      Approved: All in favor with Abstain: Hutchison

Motion to approve Silversmith contract with the math correction that was in the contract last month.

Update on Budget Amendment/Transfer from last meeting – Bring back to next meeting with the correct amount for the budget amendment and the money to come out of the general fund.

New O & M rates – still getting data together – will be ready for hearing on budget, hearing set for June 19, 2025 at 6:30 pm.

## New business:

Sewer construction bills & change orders – Phase I, Phase II, WWTP

Elmer's for \$152,255.81, Matt's Underground for \$111,859.15, Grand Traverse Construction for \$377,352.35 includes USDA Phase I & Phase II, EGLE and EPA, Performance Engineers

Phase I for \$21,627.75 and Phase II for \$27,512.15, and Change Order No 4 for Grand Traverse Construction for bulk water, rebar, and new completion date for \$18,710.40.

Policy change POL 4.4 – to change Last Tuesday in June to Prior to End of June. (our fiscal year)(General Appropriation Act adopted and posts final budget on the township web page.)

Motion: Maves      Support: Hutchison      Approved: All in favor

June meeting dates will be Thursday, June 12 at 7pm for budget workshop

Thursday, June 19 at 6:30 for Special Meeting to adopt O & M rate, and budget hearing

Wednesday, June 25 at 6:30 budget adoption

Tuesday, July 8<sup>th</sup> for the July meeting.

Motion to change June 26 meeting to July 8 at 7pm for our July township meeting.

Motion: Maves Support: Fisher Approved: All in favor

M & M maintenance agreement is a preventative maintenance agreement with 4 visits per year for a total of \$2,950 annually shared 3 ways (\$983.33 each) - police, library, and township. Police and

library already agreed they would like to do this. This agreement is subject to annual price increase with renewal contract to be sent at least 30 days prior to the expiration. Does not need to be bid because of the dollar amount.

Motion: Decker

Support: Maves

Approved: All in favor

Building maintenance agreement has been approved by the library and police. The only change from prior years is that the expenses will be pro-rated at the end of each month. The cost share is library 40%, police 30%, and township 30%.

Motion: Maves

Support: Smith

Approved: All in favor

Local township approval needed for the 2025 fireworks permit.

Motion: Fisher

Support: Maves

Approved: All in favor

Cemetery rates – to increase the rates that were presented last month for the cemetery and increase the admin fee from \$30 to \$50 dollars.

Motion: Decker

Support: Fisher

Approved: All in favor

FYI from discussion last month, we do have an emergency expenses POL 4.85 authorizing the supervisor to authorize emergency expenditures (except – “not to exceed \$20,000 when deemed essential due to the imminent threat to the health, safety and welfare of the township”).

Motion to replace both flanges at lift station #2 at \$8,285.70 for the flanges and the confined spaces team cost for a total not to exceed \$17,285.70. When the actual bill is paid a motion will be made to transfer the amount from the RRI account to the general pool account.

Motion: Fisher

Support: Smith

Approved: All in favor

REU for laundromat – Tabled

MTA Membership to pay for our annual dues \$5,774.00, (not the legal defense fund amount of \$173.22), and \$1,900 for the premium pass which allows unlimited access to the on-line training courses (including volunteers). For a total of \$7,674.00

Motion: Smith

Support: Hutchison

Approved: All in favor

Job posting for parks was discussed under the parks report.

Motion to give Karen Decker a \$2.00 increase effective with the 1<sup>st</sup> pay after the new budget year.

Motion: Decker

Support: Smith

Approved: All in favor

Public comments (3 minutes per individual) – one comment

Board comments – none.

Motion to adjourn at 8:39 pm.

Motion: Maves

Approved: All in favor

Recording Secretary, Chris Green

Respectfully submitted,  
Laura Decker, Clerk  
Trudy Maves, Supervisor

**TUSCARORA TOWNSHIP**  
**3546 S. Straits Hwy, Indian River, MI 49749**  
**JUNE 12, 2025, 7PM BUDGET WORKSHOP**  
**PROPOSED MEETING MINUTES**

Call to order: Supervisor Maves called the meeting to order at 7:15 pm and led the pledge of allegiance.

Roll call: Present: Fisher, Maves, Smith, Hutchison, and Decker. All present.

Purpose of this meeting is to review and make changes to the presented 2025-2026 budget. The proposed budget was reviewed section by section with questions being asked and requests for several amounts to be reviewed.

Motion to adjourn at 9:50 pm.

Motion: Fisher

Approved: All in favor

Recording Secretary, Chris Green

Respectfully submitted,  
Laura Decker, Clerk  
Trudy Maves, Supervisor

# **Reports**

# **Bills/Invoices/Revenue & Expenditure Report**

## INVOICE REGISTER REPORT FOR TUSCARORA TOWNSHIP

EXP CHECK RUN DATES 06/19/2025 - 06/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
10931	4 FRONT CREDIT UNION	06/18/2025	06/19/2025	75.00	75.00	Open	N
10941	ANAVON TECHNOLOGY GROUP	06/01/2025	06/01/2025	142.75	142.75	Open	N
10943	ARSL	05/20/2025	07/19/2025	50.00	50.00	Open	N
10950	BIOTECH	06/10/2025	07/10/2025	14,917.50	14,917.50	Open	N
10933	CENGAGE LEARNING INC/GALE	05/27/2025	06/19/2025	55.48	55.48	Open	N
10934	CENTER POINT LARGE PRINT	06/01/2025	06/19/2025	46.74	46.74	Open	N
10949	CINCINNATI LIFE INSURANCE CO.	06/19/2025	06/26/2025	213.00	213.00	Open	N
10938	CLASSIC CLEANING	06/02/2025	06/19/2025	70.00	70.00	Open	N
10942	CREATIVEBUG FOR LIBRARIES	07/01/2025	07/01/2025	500.00	500.00	Open	N
10939	DEMCO	06/03/2025	06/19/2025	143.09	143.09	Open	N
10909	EMMET COUNTY	05/31/2025	06/30/2025	220.80	220.80	Open	N
10932	GANNETT MICHIGAN LOCALIQ	05/31/2025	06/19/2025	59.78	59.78	Open	N
10951	GFL ENVIRONMENTAL/NORTHERN A-1	06/09/2025	07/08/2025	5,608.48	5,608.48	Open	N
10930	KELSEY RUTKOWSKI	06/16/2025	06/19/2025	256.18	256.18	Open	N
10937	KELSEY RUTKOWSKI	06/02/2025	06/19/2025	175.70	175.70	Open	N
Total for vendor 00685 - KELSEY RUTKOWSKI:				431.88	431.88		
10916	KIRK & HUTH, P.C.	06/01/2025	07/01/2025	787.50	787.50	Open	N
10947	LEIGH ANN SOCHA	06/03/2025	06/19/2025	180.00	180.00	Open	N
10948	LEIGH ANN SOCHA	06/03/2025	06/19/2025	60.00	60.00	Open	N
Total for vendor 00598 - LEIGH ANN SOCHA:				240.00	240.00		
10946	MATT WHITENER	06/18/2025	06/20/2025	500.00	500.00	Open	N
10902	MCG WEB DEVELOPMENT	06/02/2025	07/11/2025	138.00	138.00	Open	N
10944	MIDWEST COLLABORATIVE FOR LIBRARY	06/13/2025	07/13/2025	125.00	125.00	Open	N
10936	MIDWEST TAPE LLC	05/31/2025	06/19/2025	358.64	358.64	Open	N
10940	MITCHELL GRAPHICS INC	05/30/2025	06/29/2025	1,553.00	1,553.00	Open	N
10921	PNC VISA	05/29/2025	06/24/2025	3,771.29	3,771.29	Open	N
10899	POLLARD'S QUICK LUBE	06/02/2025	07/02/2025	105.07	105.07	Open	N
10900	POLLARD'S QUICK LUBE	05/28/2025	06/27/2025	558.05	558.05	Open	N
Total for vendor 00385 - POLLARD'S QUICK LUBE:				663.12	663.12		
10953	SILVERSMITH DATA	06/16/2025	07/16/2025	9,292.00	9,292.00	Open	N
10905	USA BLUE BOOK	06/03/2025	07/02/2025	401.95	401.95	Open	N
10935	VANS BUSINESS MACHINE	06/17/2025	06/19/2025	266.46	266.46	Open	N
10952	WINDERMULLER	06/17/2025	07/06/2025	452.00	452.00	Open	N
# of Invoices:	30	# Due:	30	Totals:	41,083.46	41,083.46	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				41,083.46	41,083.46		

06/19/2025 12:39 PM

User: CHRIS

DB: Tuscarora

## INVOICE REGISTER REPORT FOR TUSCARORA TOWNSHIP

EXP CHECK RUN DATES 06/19/2025 - 06/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Page: 2/2

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
<b>--- TOTALS BY FUND ---</b>							
	101 - GENERAL FUND			1,379.02		1,379.02	
	207 - POLICE FUND			2,018.81		2,018.81	
	248 - DOWNTOWN DEVELOPMENT AUTHORITY			500.00		500.00	
	271 - LIBRARY FUND			6,176.20		6,176.20	
	590 - SEWER FUND			31,009.43		31,009.43	
<b>--- TOTALS BY DEPT/ACTIVITY ---</b>							
	000 -			9,292.00		9,292.00	
	101 - TOWNSHIP BOARD			859.13		859.13	
	253 - TREASURER			30.09		30.09	
	257 - ASSESSOR			269.00		269.00	
	301 - POLICE			2,018.81		2,018.81	
	528 - RUBBISH COLLECTION-DISPOSAL			220.80		220.80	
	536 - WATER AND SEWER SYSTEMS			21,717.43		21,717.43	
	728 - DDA			500.00		500.00	
	790 - LIBRARY			6,176.20		6,176.20	

## TANNER ELECTRIC INC

## Invoice

1351 S. STRAITS HWY.  
INDIAN RIVER, MI 49749  
231-238-2700

Date	Invoice #
1/16/2025	6167

Bill To
ATTN: BOB KRAMER Tuscarora Township PO Box 220 Indian River, MI 49749

Ship To
Lift Station Club Rd Indian River, Michigan 49749

Terms	Due Date
Net 15	1/31/2025

Description	Qty	Rate	Amount
INVOICE FOR ELECTRICAL WORK PERFORMED ON 8/27/2024 & 1/13/2025			
INVOICE FOR ADDITIONAL WORK REQUIRED PER MEAD & HUNT FOR ADDITIONAL ALARMING, EMERGENCY STOP AND REMOTE MONITORING THAT WAS NOT PART OF ORIGINAL ESTIMATE SCOPE OF WORK DETAILED ( AS NOTED IN LAST INVOICE #5288)			
- ALSO ADDED ANOTHER TRANSFORMER CONTROL CABINET THAT DID NOT HAVE ENOUGH 120 VOLT POWER AVAILABLE FOR HOOK UP OF BLOCK HEATER IN GENERATOR			
LABOR- JOSH	6.25	100.00	625.00
LABOR- WILL	3	100.00	300.00
LABOR- LUKE	3.25	100.00	325.00
LABOR- JASON	3.5	100.00	350.00
<i>Z. Hall 1-24-25</i>			
Received JAN 24 2025 Tuscarora Township			

Thank you for your business!

## Total

Sent email to Aaron + Steve. Trudy \* I am not sure about USDA, EGLE  
EPA, or Twp money.

## Payments/Credits

\* Credit and Debit card transactions will incur a 4% fee.  
A 1.5% late fee will be added to invoice total after 30 days of non-payment, non-negotiable.

## Balance Due



TANNER ELECTRIC INC

1351 S. STRAITS HWY.  
INDIAN RIVER, MI 49749  
231-238-2700

# Invoice

Date	Invoice #
1/16/2025	6167

Bill To	Ship To
ATTN: BOB KRAMER Tuscarora Township PO Box 220 Indian River, MI 49749	Lift Station Club Rd Indian River, Michigan 49749

Terms	Due Date
Net 15	1/31/2025

Description	Qty	Rate	Amount
MATERIALS USED  30 FEET- BELDEN COMMS CABLE 30 FEET- 18/2 POWER CONTROL CABLE 4- 3" W.P. SEALS 10 FEET- 18/2 LOW VOLT WIRE 1- 12 VOLT ALARM/ STROBE LIGHT 1- NORMALLY OPEN E-STOP CONTACT 6 FEET- DIN RAIL 2- QO 120 BREAKERS 1- 2,000 WATT, 480 VOLT x 120 VOLT TRANSFORMER 4- 1/4"x20 STAINLESS BOLTS, LOCK PUTS 15 FEET- #12 THHN WIRE 1- EMERGENCY STOP BUTTON & BOX KIT 1- 120 VOLT SINGLE RECEPTACLES 1- SINGLE RECEPTACLE PLATE 2- 1/2" CHASE NIPPLES 2- DIN FUSE HOLDERS 2- 7 AMP FUSES 1- 12 VOLT LED 1- VAN SUPPLIES	1	2,209.28	2,209.28

Thank you for your business!	<b>Total</b>	\$3,809.28
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<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,809.28

\* Credit and Debit card transactions will incur a 4% fee.  
A 1.5% late fee will be added to invoice total after 30 days of non-payment, non-negotiable.

## **Old Business**

# **New Business**

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES or  
CITIZEN TASK FORCES

APPOINTMENT POLICY GUIDELINES

Authority: All applications for appointment to boards, commissions, committees and Citizen Task Forces that the Board of Trustees shall have the authority to make shall be submitted to all Board members and voted upon by the Board of Trustees at a scheduled Board of Trustees meeting.

By state statute, the Downtown Development Authority Members are appointed by the Township Supervisor with the Township Board of Trustees' approval.

Applications: Interested individuals in an appointment to boards, commissions, and/or committees shall complete an Application for Appointment.

Application Submission: All applications will be submitted to the Administrative Assistant no later than two weeks before the date of voting thereon. The cut-off date will be specified on each posting.

The Clerk will notify all Board Members 60 days in advance of an appointee's term expiration.

Applicant must be 18 years or older to apply.

Board, commission, or committee you are applying for: **Parks Commissioner**

I understand the terms for this appointment to be: **remaining term**

Enter term appointment date and term expiration date: **immediate till Nov 2026**

PERSONAL INFORMATION

First Name, Last Name: **Bryan Henry**

Address: **1227 Chippewa Beach Road, Indian River**

Home Phone Number: **253-973-8654**

Email Address: **bryan.henry@hotmail.com**

Employer: **SiteOne Landscape Supply**

Business Address: **300 Colonial Center Parkway, Suite 600, Roswell, GA 30076**

Business Phone Number: **231-262-3019**

Are you at least 18 years of age: **Yes**

#### RESIDENCY INFORMATION

Are you a US Citizen? **Yes**

Are you a full-time resident of Tuscarora Township? **Yes**

If not, do you own property or have a business in Tuscarora Township?

#### EDUCATION AND ACTIVITIES (OPTIONAL, NOT REQUIRED)

High School: **Fairlane Christian School**

Name of school, city, State/degree earned:

College: **Lee University, Cleveland TN, BS Liberal Studies**

Name of school, city, State/degree(s) earned:

Trade or Business School:

Name of school, city, State/degree(s) earned:

Activities:

List civic, fraternal, charitable, professional organizations you are a member of

#### ORGANIZATIONAL MEMBERSHIP INFORMATION

Is this an application for reappointment? **No**

If yes, how many years have you served on this board, commission, committee?

Are you currently serving on other boards, commissions, or committees in the Township or elsewhere? **No**

If yes, please describe and include dates of terms.

Have you served on a board, commission or committee before?

If yes, list them, including dates of terms. **Board Member with Victory Ranch (Advisory)**

Briefly indicate your qualifications for appointment to this board, commission, committee, and why you believe your appointment will benefit Tuscarora Township]

Please list areas of special interest

**First and foremost, I love this community and have been looking for the right opportunity to be more directly involved. I believe the Parks Commissioner (or Board) is the perfect spot. I have spent the majority of my career managing/leading teams of various sizes in both the profit and non-profit sectors. Although it does not reflect in my resume in my younger years, I worked in recreation with the city of Westland and with Washtenaw County Parks and Rec. Throughout my career I've worked with a number of camps in Director level positions. I love the outdoors and spend a lot of my free time enjoying the outdoor spaces here in Indian River. I believe my resume, which I have included, highlights my skill set as someone who will be successful in this role and will be an asset to Tuscarora Township.**

**I ACKNOWLEDGE**

(1) if appointed, I will comply with all Statutory and other requirements and obligations of my appointment, including adhering to relevant State, County, and Township laws, ordinances, regulations, and policies (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking ; and (5) I understand that this application and all information contained therein, will become part of the Board of Trustees agenda packet, which will be publicly available.

Signature/Date

**Bryan R Henry**

**6/13/2025**

**BRYAN R. HENRY**  
1227 Chippewa Beach Rd, Indian River MI 49749

c/253.973.8654 w/231.262.3019  
[bryan.henry@hotmail.com](mailto:bryan.henry@hotmail.com)

#### **OBJECTIVE**

Seeking the Parks Commissioner position with Tuscarora Township

#### **SUMMARY OF EXPERIENCE**

Director possessing an eclectic background in Facilities, Management, and Outdoor Leadership

#### **HIGHLIGHTS OF QUALIFICATIONS**

- 25+ years of Leadership experience
- Highly organized with strong communication and negotiation skills
- Experience as a Director with various organizations
- Extensive knowledge of the Outdoor Industry, Residential Camping, and Recreation
- Experience with facilities management, construction planning, and project bidding
- Possessing leadership skills with a collaborative and participative empowerment style
- Logistical planning and leading large community events and capital projects
- Experienced multi-site manager with strong vendor partnerships

#### **EMPLOYMENT HISTORY**

##### **SITEONE LANDSCAPE SUPPLY, September 2021-Current**

Division Facilities Manager with oversight of capital projects, preventative maintenance, and general repairs across our West Division (350+ locations). Key partnerships and frequent communication with various corporate teams, landlords, vendors, contractors, and field locations. Previous role as Regional Merchandising Manager overseeing showroom remodels, implementing and maintaining merchandising standards.

##### **LOWES, Woodhaven MI, December 2018- September 2021**

Garden Center Manager. Areas of responsibility include sales, customer service, merchandising, in depth knowledge of industry related products and services, employee management and reviews, payroll management, leadership, and teamwork, and storewide resets with Third Party assets.

##### **VIBRANT CHURCH, South Burlington VT. March 2018- October 2018**

Executive Pastor at Vibrant Church. My areas of responsibility were strategic leadership and planning, staff supervision and development, administration, marketing and communications, facility management, and overall growth. I managed day to day operations and a team of volunteer Directors as well.

##### **CRAN-HILL MINISTRIES, Rodney MI. February Program Director, February 2017- February 2018**

Ministry Advancement Director over Sales, Advancement, and Development. My primary responsibilities were to drive sales, establish new partnerships, and lead off site events. Additional role as the Program Director I developed and directed summer camps, day camp, and sponsored retreat programs.

##### **EAGLE VILLAGE, Hersey, MI. March 2016-February 2017**

Program Director/ Camp Coordinator at Eagle Village. My responsibilities included overall direction of the Summer Camp, Youth Challenge programs, and the Facility Management of the camp. Additionally, I assisted with guest retreats, facilitation of adventure programs as an Experiential Specialist, and Group Building.

**CABELA'S, Grandville, MI. January 2013- August 2015**

Sales Manager at the Grandville, MI location primarily included the overall management of assigned areas of responsibility. During my time in position there was an overall increase in teamwork, sales, and productivity. Teamwork, leadership, and employee development were key strengths. Familiar with and was able to navigate reports needed to drive sales as well as partner with District and Corporate management.

**THE HOME DEPOT, Bonney Lake, WA. 5/2011- 1/2013, 3/2004- 9/2007**

Garden Center Manager with the Bonney Lake, Home Depot. Major areas of responsibility include sales, customer service, merchandising, in depth knowledge of industry related products and services, employee management and reviews, payroll management, leadership, and teamwork. I was a key carrier, equipment trainer, Certified Nursery Consultant, ASMI endorsed, and would often lead team and store meetings.

**REI Kent, WA. September 2007-September 2011**

Assistant Store Manager at the Fairfax, VA REI. Immediate responsibilities included the management of all operations departments and the facility. Prior to this I held the position of Merchandising Assistant Store Manager. My first position held was the Supervisor of Camp and Travel departments at the Seattle REI Flagship Store where I assisted in the planning of a large capital remodel project.

**SPRING HILL CAMPS, Evart, Michigan. Various positions, 1995-1998, 2003**

I worked for Spring Hill for several seasons. I held a variety of positions over the years including Counselor, Coach, Environmental Education Staff and TST Men's Director. Duties included training, discipleship, and supervision of fifty staff members and up to three hundred high school campers. As the Men's TST director, my focus was discipleship and building relationships through service leadership.

**DETROIT WORLD OUTREACH, Redford, Michigan Director, 1998-2004**

Most recent position held was Camp Director, it was my job to oversee all aspects of the camp, including programming and property management. Other positions held were Master's Commission Director, a gap year program for college aged students, and Transportation Director managing multiple facilities and a fleet of 50 vehicles. In addition to my primary areas of responsibility I was also a member of the Youth Leadership Team working with the Senior, High and Young Adults.

**EDUCATION LEE UNIVERSITY**

**B.S. in Liberal Studies**

Campus Activity Board member, Historian and Alumni Coordinator for Alpha Gamma Chi

**EASTERN MICHIGAN UNIVERSITY**

Teacher Education Physical Education, Minor: History

Event Coordinator for (VISION) Volunteers In Service In Our Neighborhoods, Habitat For Humanity Coordinator, Alternative Spring Break Team Leader

**REFERENCES - Available upon request**